GOLETA WATER DISTRICT
SPECIAL ADMINISTRATION COMMITTEE MEETING MINUTES
APRIL 20, 2011

1:30 p.m. – Convened to regular session

Present: President Rosen, Chair; Director Merrifield

Others Present: John McInnes, General Manager; David Matson, Assistant General Manager; Fran Farina, General Counsel; and Beth Horn, Assistant Board Secretary

Public Comment: There was no public comment.

Departmental Agenda:

1. *REVISED RECYCLED WATER USER AGREEMENT:* The Committee received a report from Ms. Farina on the revised User Agreement for recycled water and directed that this issue be brought before the Board of Directors at the May Board meeting with a recommendation for approval.

2. *GENERAL COUNSEL CONTRACT:* The Committee tabled this item for the next Committee meeting.

3. *SETTING DISTRICT OPERATING RESERVES*: The Committee reviewed a report from Mr. Anderson regarding setting the District's operating reserves as provided by Ordinance 2011-03. The Committee directed that a resolution be brought before the Board of Directors at the May Board meeting with a recommendation for approval to set the District's operating reserves at $4 Million for unanticipated capital costs and $1.9 million for operating reserves and no recommendation for other reserves as provided in section 4.08.120C of the Code.

4. *CONTRACT AMENDMENT, SPECIAL COUNSEL COLANTUONO & LEVIN:* The Committee reviewed a report from Mr. Anderson on amending the contract of special counsel, Colantuono & Levin, PC. The Committee directed that a resolution be brought before the Board of Directors at the May Board meeting with a recommendation for approval to amend the contract for legal service to provide for additional compensation in the amount of $15,000.

5. *CONTRACT AMENDMENT, RATES CONSULTANT CAMP DRESSER & MCKEE*: The Committee reviewed a report from Mr. Anderson on amending the contract of rates consultant Camp Dresser & McKee, Inc., (CDM). The Committee directed that an amended resolution be brought before the Board of Directors at the May Board meeting with a recommendation for approval to amend the contract for professional service to provide for additional compensation not exceeding $10,000.

6. *LAIF AUTHORIZED SIGNATURES AND RESOLUTION UPDATE*: The Committee reviewed a draft resolution authorizing specific officers or their successors in office to deposit and withdraw funds in LAIF. Due to staffing changes, the District needs to update the resolution to include the current General Manager, Assistant General Manager and Administrative Manager. The Committee directed that the resolution be brought before the Board of Directors at the May Board meeting with a recommendation for approval.

7. *AUTHORIZED BANK SIGNATURES:* The Committee reviewed a draft resolution regarding authorizing specified titled officials of the District to withdraw funds from District accounts and allowing identified staff to transfer funds between District accounts. The Committee directed that the resolution be brought before the Board of Directors at the May Board meeting with a recommendation for approval.

8. *INTERIM FINANCIAL STATEMENTS:* The Committee reviewed a report from Mr. Anderson dated March 31st, 2011.

9. *PAST DUE ACCOUNTS RECEIVABLE BALANCES*: The Committee reviewed a report from Mr. Anderson dated March 31st, 2011.

10. *MONTHLY CASH DISBURSEMENTS REPORT:* The Committee reviewed a report from Mr. Anderson dated March 31st, 2011.

11. *MONTHLY INVESTMENT REPORT*: The Committee reviewed a report from Mr. Anderson dated March 31st, 2011.

2:03 p.m.....Meeting adjourned.

Prepared by Beth Horn, Assistant Board Secretary and reviewed by President Rosen, Chair